WESS

Module 2B

Managing Your Account

Managing Your Account

At the WESS Main Menu screen, a List of User Activities is displayed.

In the frame at left, Click on "Maintain Account" to update your User Account information.

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Naval Safety Center

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Activities

- Class A/B Notification
- Create New Report
- Create From Template
- Maintain Account
- Notifications
- Feedback Form
- Return home
- JReports
- Logout

Your Existing Reports "User's Name"

Drafts
[Delete] Serl# Date Description

Approval Needed
Serl# Date Description

Release Pending
Serl# Date Description

Release Action Needed
Serl# Date Description

Endorsement Needed
Serl# Date Description

Managing Your User Account

WESS Account Management

▶ Help

Change your WESS Account's Password

Change Login Password
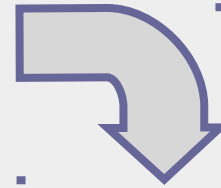
Update your WESS Account information.

Update WESS Account Information

Update your Official Email Address.

Change your color schem

The Account Management screen allows the User to modify four different sets of information.

Change Password for User Account

▶ Help

Password may only be changed once within a 24-hour period.

Entry Note: Valid Passwords must have a minimum length of 8 characters, contain at least one upper case letter, at least one lower case letter, at least one numeric character, and at least one special character, i.e., [!@#$%^&*()_-`~\[{}\]|\;:'",<.>/\?]

Enter Old Password: [   ]

Enter New Password: [   ]

Verify New Password: [   ]

Submit   Cancel

Clicking on "Change Login Password" displays the screen at right.

Changing Your Password

Change Password for User Account "User's Name"

▶ Help

Password may only be changed once within a 24-hour period.

Entry Note: Valid Passwords must have a minimum length of 8 characters,
contain at least one upper case letter, at least one lower case letter,
at least one numeric character, and at least one special character,
i.e., [!@#$%^&*()_-`~\[{}\]|\:;'",<.>/\?]

Enter Old Password: **********

Enter New Password: **********

Verify New Password: **********

Submit   Cancel

First enter your Old Password and then enter a new one and verify it.

Then Click the "Submit" button. .

Remember that the Password must meet the following rules:

The New Password must contain at least 8 characters, at least one capital letter, at least one lower case letter, at least one number and at least one "special" character, e.g. ! @ # $ % &, etc.

Updating Account Information

WESS Account Management

▶ Help

Change your WESS Account's Password

Change Login Password

Update your WESS Account information.

Update WESS Account Information

Update your Official Email Address.

Update Official Email Address

Change your color scheme.

Change your color scheme

To Modify other User Information, Click "Update Wess Acct Information".

There are 8 different data entries that a User may Modify in the next entry screen, without requiring an entirely new account:

The user's Rate/Rate/Grade, Position/Title, Command PLA and Mailing Address, Commercial and DSN Telephone numbers, and a new "Challenge question and answer.

WESS Account Update Screen

User Data may be modified in any of the active text boxes at right.

Click "Next" to submit the changes.

Activities
- Return Home
- Maintain Account

Please verify your account information.

Official email address and Command UIC may be changed from options listed on the Main Menu.

* Editable Fields that require data entry.

User ID	cmalmond
First Name	Charles
Middle Name	M
Last Name	Almond
Rate/Rank/Grade *	GS-0690-11
Position/Title *	Industrial Hygienist
Command UIC	N63393-NAVAL SAFETY CENTER NORFOLK VA
Command PLA *	COMNAVSAFECEN
Official Email Address	charles.almond@navy.mil
Official Mailing Address (press Shift-Enter at end of each line) *	Naval Safety Center 375 A Street Norfolk, VA 23511-4399
Telephone (include Area Code) *	757-444-3520, x7157
DSN	564-3520, x7157
Safety Authority Name *	Charlie Kiriakou
Safety Authority Official Email *	charles.kiriakou@navy.mil
Safety Authority Phone (include Area Code) *	757-444-3520 x7303
Safety Authority DSN	757-444-3520 x7303
Request Justification	WESS Beta Test
Challenge Question *	What is the city of your birth?
Challenge Answer *	Norfolk

Back   Next

Summary of Account Updates

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

User Account Summary for "User's Name"

▶ Help

Activities
- Return Home
- Maintain Account

User ID	cmalmond
First Name	Charles
Middle Name	M
Last Name	Almond
Rate/ Rank	GS-0690-11
Position / Title	Industrial Hygienist
Command UIC	N63393-NAVAL SAFETY CENTER NORFOLK VA
Command PLA	COMNAVSAFECEN
Official Email Address	charles.almond@navy.mil
Official Mailing Address	Naval Safety Center 375 A Street Norfolk, VA 23511-4399
Telephone Number	757-444-3520, x7157
DSN Number	564-3520, x7157
Safety Authority Name	Charlie Kiriakou
Safety Authority Official Email	charles.kiriakou@navy.mil
Safety Authority Phone	757-444-3520 x7303
Safety Authority DSN	757-444-3520 x7303
Justification	WESS Beta Test
Challenge Question	What is the city of your birth?
Challenge Answer	Norfolk

Continue

A Summary screen will appear next. If you accept the changes, as displayed, Click "Continue".

Changing Your Email Address

WESS Account Management

▶ Help

Change your WESS Account's Password

Change Login Password

Update your WESS Account information.

Update WESS Account Information

Update your Official Email Address.

Update Official Email Address

Change your color scheme.

Click on **"Update Official Email Address**, if it should ever need to be modified.

Update Official Official Email Address for "User's Name"

▶ Help

Please be aware that your acccount will be locked until you verify your new email address. You will receive an email at your new email address requesting verification. Once you complete the verification process, your new email address will be updated in the system and you will have access to WESS.

User ID	cmalmond
Current Email Address	charles.almond@navy.mil
New Official Email Address	
Verify New Email Address	

Submit   Cancel

Enter your new **Official Email Address** and again to verify it.

Then click "**Submit**".

Changing Color Schemes

The default Color Scheme in WESS is gold. Click on "**Change your color scheme**", if you wish to Modify the Screen "Skins"…

Optional Color Schemes

There are currently 17 different Color Schemes available in WESS.

Click the radio button next to the selection of your choice and Click next.

Please select the color scheme that you wish to change to

Default Gold · Navy · Marine · Blue · Ice · Khaki · Leaf Blue · Lime · Maroon · Peas · Pink · Plum · Red Olive · Sand · Sea · Gray Org

Sample Screen "Skins"

Samples of Screen Color Choices.

WESS Main Screen

When your selection is submitted, WESS will return to the main User Environment, now displayed in the color scheme of your choice.

Hey, I Forgot My Password!

To learn about How to Reset WESS Passwords,

WESS
Naval Safety Center